



NORTH CAROLINA GENERAL ASSEMBLY

Legislative Services Office

George R. Hall, Legislative Services Officer

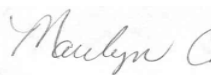
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Marilyn Chism, Director

May 25, 2010

MEMORANDUM

TO: Agency Heads

FROM: Marilyn Chism 

RE: Fiscal Note Information Requests

The Fiscal Research Division (FRD) prepares hundreds of fiscal notes on legislative bills each year and the information provided by the State agencies are essential to the fiscal note process. Each year during the interim, an internal FRD taskforce is assigned to review and make recommendations to improve the process. Our focus this past interim was on ways to ensure that FRD's requests to agencies are more comprehensive and produce the detailed information needed to prepare fiscal notes.

To that end, we've developed a uniform approach to request fiscal note information from State agencies. Starting with the 2010 Session, FRD will provide an Excel template for agencies to use in responding to fiscal note information requests. We have also developed guidelines for using the template and for providing the data to support your estimate of the fiscal impact of proposed legislation. We believe that the new approach will yield sufficiently detailed data and will minimize the need for FRD analysts to follow-up with questions or additional information requests.

Attached for your information are the Excel template and the guidelines. These guidelines will also be available from the Fiscal Research Division's website: [NCGA Fiscal Research Division Home](#). As always, please do not hesitate to contact us with any questions you may have about this new approach.

Attachments

Cc: Agency Liaisons and Chief Fiscal Officers